



REQUEST FOR PROPOSALS (RFP)
For Architectural Services
Brookings County, South Dakota

Project Summary:

To address the current and future space needs of the Brookings County Detention Center, Brookings County is requesting proposals from qualified and licensed individuals/firms interested in performing architectural services for:

- Pre-design work (needed programming, space analysis, and plan diagrams) to include various conceptual construction options for the current and future space needs of the Brookings County Detention Center.
- Development of a master site plan.
- Operational analysis of options to include construction and operational cost estimates associated with various construction options for the current and future space needs of the Brookings County Detention Center.
- Assistance in the selection of the best value option for Brookings County.
- Documentation of the results of the aforementioned work.
- Public awareness campaign services.

The information developed through this process will be used by the Brookings County Board of County Commissioners (Commission) to determine an option for meeting the Detention Center space needs.

To assist in the process, the Commission has appointed the Brookings County Jail Expansion Advisory Committee (Jail Committee). The Jail Committee's basic task is to recommend to the Commission a way to address the county's Detention Center space needs. The firm or individual providing architectural services will work with the Jail Committee and Commission as they provide requested services.

The Commission has designated \$2 million towards this project at the present time.

The firm or individual providing architectural services will, at a minimum, provide the following construction options:

- Option(s) that incorporate the current Detention Center facility.
- Other options

The architect selected from this RFP may be retained for some or all of the following design services:

- Schematic Design
- Design Development
- Construction Documents
- Bidding
- Construction Administration

Background Information and Expectations

Needs Analysis:

- Two Safe Rooms
- Work Release Center for Female Inmates
- Control Room
- Enclosed Garage
- Kitchen
- Nurse / Medical Office
- Cell Blocks
- Jail Administrator's Office
- Other Administration Offices
- Juvenile Holding Area

Requirements for Submission of Proposals:

10 copies of the proposal must be received at the Brookings County Commission Office no later than 4:00 p.m. on Friday, July 8, 2016.

A. The proposal must include the following, but not exceed 20 pages.

- *Cover Letter*
- *Section 1:* Identify your firm—include name, address, telephone number and name of the person to contact regarding this request. (1 page)
- *Section 2:* Organizational Chart—identify team, disciplines, specific personnel and role of those who will be assigned to this project. (1 page)
- *Section 3:* Project Approach—describe your approach to this project, including design, bidding, construction administration and close-out services. (2 pages)
- *Section 4:* Firm Capacity—number of full-time licensed architects. Provide resumes and workload of those, listed in Section 2, who will be assigned to this project. (1 page/person)
- *Section 5:* Quality Control—detail your firm's quality control process concerning design, document control and construction administration.
- *Section 6:* Litigation History—detail the litigation history of your firm, in its current or past names, with county clients within the last five years. Include binding arbitration, whether initiated by yourself or clients. Detail if you are a party to any pending litigation, or binding arbitration with a client. If so, please list the plaintiff(s), the defendant(s), nature of the complaint(s) and disposition, if determined, of each case.
- *Section 7:* Liability Insurance—include a copy of your current proof of professional liability, or errors and omissions insurance. List any claims on your professional liability insurance or omissions insurance in the last five years. Include the claimant, the nature of the claim(s) and final disposition of the claim(s) if determined.
- *Section 8:* Experience—list your firm's and/or team personnel's recent experience-up to the last five (5) similar projects you were involved with. At a minimum provide project size (jail bed number and project costs), location, outcome and owner reference. Include the engineering and/or other services not readily available directly from the lead firm required to accomplish the total project. (1 page/project)
- *Section 9:* Qualifications—describe what it is that makes your firm uniquely qualified to design Brookings County's Detention Center facility.
- *Section 10:* Availability—tell us when your firm will be available to begin work on the project.

- *Section 11: Cost Summary*—provide an estimate of the number of hours, cost per hour of key personnel, and a final cost for the proposed work described in the Project Summary. Note that this request for proposals is not a bid and the lowest cost estimate will not necessarily be selected. However, it is a consideration in the overall ranking of the proposals that are received.
- B. Proposals should be submitted in a sealed envelope marked **“Jail Expansion Project Architect RFP”** and addressed to:

Brookings County Commission Office
Attn: Stacy Steffensen
520 3rd St. Suite 210
Brookings, SD 57006
 - C. Submittals **MUST** contain a manual signature of an authorized representative of the proposing firm.
 - D. Questions concerning the request for proposals or the selection process, or requests to view the present facility should be directed to Sheriff Martin Stanwick who can be reached at 605-696-8300 or MStanwick@brookingscountysd.gov.
 - E. Submittals received prior to the time of opening will be secured unopened. The Jail Committee will open all submittals on or after the specified time. **NO** submittal received after the scheduled receipt time will be accepted.
 - F. The Jail Committee will **NOT** be responsible for the premature opening of a submittal not properly addressed and marked on the outside of the envelope.
 - G. Submittals received after the scheduled time will be marked “TOO LATE” and will be returned unopened to the vendor.
 - H. The Jail Committee will review the submittals and may invite some or all firms to make an oral presentation to the Jail Committee and/or the Commission at a future date.
 - I. The Jail Committee will recommend a firm/individual to the Commission.

Terms and Conditions

- A. The Commission reserves the right to recommend or reject any submittal in the best interest of Brookings County.
- B. The Commission reserves the right to recommend the award of the contract to the next most qualified firm, if the successful firm does not begin the contracted services within the prescribed thirty (30) days.
- C. In the event that a contract cannot be negotiated with the first firm, the Commission reserves the right to negotiate with the next qualified firm(s), as recommended by the Jail Committee, until a contract can be reached.
- D. The Commission reserves the right to waive irregularities in the RFP responses in order to ensure obtaining the most qualified services.
- E. The successful firm shall not discriminate against any person in accordance with federal, state or local laws.

Selection Criteria

The following criteria will be used for selection (criteria 1-4 are generally based on SDCL 5-18D-18):

1. Project approach and understanding of the requirements of this project as evidenced by the proposal content and familiarity with Brookings County’s unique situation.
2. Experience and qualifications of the firm and individuals that would be available and assigned to the project.
3. The firm’s record of past performance, including price and cost data from previous projects, demonstrated technical competence, quality of work, ability to meet schedules, cost control (despite special project constraints), and contract administration.
4. Proposed project management techniques as demonstrated by the proposed approach and methodology to meet the project requirements.
5. Estimated cost to perform the work.

The selected individual/firm will be expected to enter into a formal contract with Brookings County for the provision of the architectural services. The final contract will be determined through negotiations between Brookings County and the selected individual/firm using the proposal submitted as a basis for negotiations.